

City of Chattanooga, TN
Personnel Class Specification
CLASS CODE 1809

FLSA: Non-Exempt

CLASSIFICATION TITLE: ASBESTOS COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate the processing of permits for asbestos removal, to monitor building demolition and renovation to ensure proper removal of asbestos, and to issue violations for non-compliance.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Reviews demolition permit applications for applicability to air pollution control ordinance; informs applicants of requirement for asbestos survey and provides list of approved contractors.

Conducts inspections of buildings and property to monitor asbestos survey work; approves the issuance of demolition/renovation permits if no asbestos is found.

Invokes required ten-day waiting period for demolition or renovation if asbestos is found; monitors status of survey and inspection work; issues asbestos removal permit.

Conducts inspections and oversees construction activity of contractor to ensure that asbestos is removed in accordance with local ordinances and building codes.

Inspects buildings, gathers building material samples, takes photographs to document asbestos removal or to obtain evidence for possible ordinance violations.

Calculates actual square footage of buildings listed on asbestos removal surveys; checks figures against applicant's estimates; levies additional permit fees for miscalculated estimates.

Interprets local, state and federal laws relating to asbestos removal and related environmental regulations.

Informs contractors of procedures for complying with air pollution control ordinance; confers with contractors to monitor status of removal activity for each permit.

Receives and responds to complaints from the general public regarding air pollution, asbestos, open burning and other activities relating to applicable ordinances and regulations.

Documents complaints and follow-up action; completes investigation reports.

Issues notices of violations for non-compliance with asbestos removal procedures.

Monitors housing developments and building sites for proper permits.

Enters asbestos permit data, inspection activity, complaints, and other information into computer database.

Tracks and summarizes statistics on permits, asbestos removal activity, violations, and other information and forwards data to Environmental Protection Agency.

Refers to asbestos removal guidelines, various ordinances and regulations, building diagrams, city and county maps, policy manuals, Federal Register, and other documents and materials in performing assigned job duties.

Uses two-way radio and pager in performing inspection work; uses personal computer, telephone, copier and other standard office equipment.

ADDITIONAL FUNCTIONS

Performs on-call duty for emergencies as assigned.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in environmental science; supplemented by three (3) to five (5) years previous experience and/or training that includes investigation work relating to environmental regulation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, odor, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, fumes, temperature and noise extremes, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.